

# Safeguarding Children/Child Protection Policy

## Stepping Stones Childcare

EYFS: Section 3 Safeguarding and welfare requirements

At **Stepping Stones Childcare** we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures ([please refer to our inclusion and equality policy for further information](#)). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures together with our ICO Registration. ([all to be found in the file cabinet situated outside the baby area.](#))

### Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006 (amended in 2018)
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- Working together to safeguard children July 2018
- Keeping children safe in education 2020
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015 /Prevent Duty 2015
- Data Protection Act 2018
- Inspecting Safeguarding in Early Years, Education & Skills settings 2019

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2015).*

**We protect our children by implement the following:-**

- Keeping an accurate and up to date daily register and a signing in and out book of all children arriving and leaving the premises.
- All staff and visitors must sign in and out whenever they enter or leave the premises. Visitors are always accompanied while on the premises.
- All visitors are required to sign an in and out book stating reason for visit.
- Under no circumstances are unauthorized persons to be admitted to the nursery.
- Visitors are forbidden to use their mobile phones while on the premises.
- Unauthorized people are prevented from access to the building during nursery hours. This is managed by a Yale lock on the front entrance to the hall, each morning the catch on the Yale lock is push upwards to prevent access from the outside. We also have a door intercom with a video which allows staff to know who is at the main entrance door.
- The Manager takes special care to ensure that parents of new children are aware of the Nursery's policies and procedures and adhere to all safety requirements. Parents are informed that all policies and procedures are available on the nursery website.
- Parents/Carers must inform the nursery if they wish another named person to collect their child. In this case a password is agreed between the parent and the staff, this password will be used by the person collecting the child before the child leaves with them.
- Staff must never allow a child to leave the nursery with an unknown person or an unauthorized person even if this person is known to them. Staff must contact parents to get confirmation before allowing the child to go with the person

**To keep out children safe from illness we implement the following:-**

- All staff are fit and in good health to care for children.
- Any staff or child with an infectious disease to be excluded from the nursery.
- Provide a clean and tidy environment at all times
- Adequate lighting, heating and ventilation in the nursery area.
- Meticulous hand washing (refer to Infection Control policy)
- Use of soap dispensers and paper towels for children and staff
- Sterilization of baby equipment
- Strict hygiene standard in preparation of food.

**To keep children safe from accident we implement the following:-**

- Correct staff ratios
- Age appropriate activities and toys
- Daily routines
- Keep the environment safe eg sweep up sand, wipe up spillage, pick up toy from the floor and push chairs under the tables.
- Report any unsafe conditions or equipment
- Vigilance
- Risk assessments

## **Policy intention**

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures, and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care, we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

### **The nursery aims to:**

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children

- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates. In the staffroom a display board with all the relevant safeguarding information.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the [Waltham Forest Safeguarding Children Board](#)
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate ([number on notice board](#))
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Keeping all records of children, photos and observations on the nursery tablets which are PIN protected and safely locked away at the end of the day.
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times ([refer to e-safety policy in safeguarding folder](#))
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities ([refer to Allegations against staff in Safeguarding folder](#))
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Waltham Forest Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

### **Contact telephone numbers**

Multi Agency Safeguarding Hub (MASH) **0208 496 2310 / 0208496 3000** out of hrs  
Local authority Designated Officer (LADO) **0208 496 3646**  
Ofsted **0300 123 1231**  
Non-emergency police **101**  
WF Community Safety Prevent Team **0208 496 3000**

### **Types of abuse and particular procedures followed**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

#### *What to do if you're worried a child is being abused (advice for practitioners) 2015.*

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

### **Indicators of child abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

## **Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

## **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community<sup>1</sup>. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

## **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

## **Sexual abuse**

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/512906/Multi\\_Agency\\_Statutory\\_Guidance\\_on\\_FGM\\_-\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf)

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

### **Disclosure by a child**

If a child starts to talk openly to an adult about abuse, they may be experiencing, the procedure below will be followed:

#### **Procedure:**

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures below).

### **Child sexual exploitation (CSE)**

Working Together to Safeguard Children 2015 (2017 updated version) defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

- (a) in exchange for something the victim needs or wants
- (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

### **Emotional abuse**

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn,

aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### **Neglect**

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

### **Reporting Procedures**

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the Designated Safeguarding Lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

- Contact MASH team to report concerns and seek advice (if it is believed a child is in immediate danger, we will contact the police)
- Inform Ofsted
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by the MASH team)
- The designated safeguarding lead will follow up action taken by the MASH team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2015).

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the MASH team or the NSPCC and report their concerns anonymously if wished.

These contact numbers are displayed **on the notice board in the nursery foyer**



## **Recording Suspicions of Abuse and Disclosures**

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Co-ordinator<sup>2</sup> (DSCO). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. (please refer to [Child Protection procedure](#))

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the MASH team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have regarding a child. The nursery expects all members of staff to co-operate with the MASH team, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

## **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/ MASH team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

## **Confidentiality**

All suspicions, internal and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the WFSCB.

## **Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

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<sup>2</sup> Referred to in the EYFS as a lead practitioner

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the WFSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

## **Allegations against adults working or volunteering with children**

### **Allegations**

If an allegation is made against a member of staff, student or volunteer or any other person who works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the Senior Manager on duty. If this person is the subject of the allegation then this should be reported to the owner Susan Perkins, Emily Perkins or Deputy Manager instead. [\(Refer to our Allegations Against Staff Policy within the Safeguarding folder\)](#)

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the internal and external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All internal and external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the MASH team and where an offence is believed to have been committed,

the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

### **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence. (record of absences kept in file on desk)

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

### **Looked after children**

As part of our safeguarding practice, we will ensure our staff are aware of how to keep, looked after children safe. To do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting

signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the MASH team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

At Stepping Stones we acknowledge the important contribution to safeguarding the Key Person role make in ensuring that all children in the setting feel safe, secure and know that they will be listened to. To ensure this, every child in the nursery has a key worker.

We will make every attempt to ensure that the Key Person is with their key children as much as possible. The Manager of the nursery will ensure that all staff are effectively deployed throughout the day.

At times when a member of staff may have time off, to keep the ratios correct we will use the services of a vetted Childcare agency to provide as with qualified or experienced staff. All agency staff will be given an understanding of our policies and procedures, they will be introduced to the children and will be working alongside a member of the nursery staff. Where possible we try to have the same agency staff back as this provides consistency for the children.

### **Designated Safeguarding Lead**

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Lead (DSL), there is always at least one designated person on duty during all opening hours of the setting. (refer to [DSL job description which can be found in the Safeguarding folder](#))

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis.

The nursery DSLs liaise with the MASH team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one Designated Lead for safeguarding, for best practice and to always ensure cover, we have three designated leads in place. This enables safeguarding to always stay high on our priorities. There will always be at least one Designated Lead on duty when our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Leads (DSL) at the nursery are: **Karen Maile, Emma Fuller and Aska Begum.**

- We provide adequate and appropriate staffing resources to meet the needs of all children

- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children. (refer to [Supervision folder](#))
- We request DBS checks on a 3 yearly basis or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least one written reference before a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children. [Visitor book is kept in the nursery foyer.](#)
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use.
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children always remain safe

- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff are aware of this policy to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised (refer to policy in Safeguarding folder)
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner. (Policy found in Safeguarding folder)
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support (Supervision policy)
- We use peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff can share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff within the nursery allows for constant supervision and support.

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

Waltham Forest Community Safety Prevent Team **0208 496 3000**

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

## e-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- We operate a Mobile and electronic Devices policy which states how we will keep children safe from these devices whilst at the nursery.
- Ensure management monitor all internet activities in the setting
- Using approved nursery tablet devices to record/photograph in the setting (refer to mobile phone and Learning Journal Policies in Safeguarding folder)
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk))
- Ensuring children are supervised when using nursery computer
- We encourage staff and families to complete a free online e-safety briefing which can be found at <https://moodle.ndna.org.uk>
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

### Dates of staffing training and details of course title and training provider

Nursery/person	Date of training	Training provider
All staff	10/08/2021	NDNA
Karen Maile DSL	October 2020	LB Waltham Forest
Emma Fuller	26/11/2019	LB Waltham Forest
Aska Begum	12/02/2021	LB Waltham Forest

Our nursery has a clear commitment to protecting children and promoting their welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention the owner Susan Perkins, Emily Perkins or the



manager (DSL) Karen Maile, Emma Fuller or Aska Begum (DSLs) at the earliest opportunity.

### **Early Help Services**

When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care team, a discussion will take place with the family around early help services.

Early Help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto Local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances.

The nursery will work in partnership with parents/carers to identify any early help services that would benefit their child or their individual circumstances, with their consent. This may include family support, foodbank support, counselling, or parenting services.

<b>This policy was adopted</b>	<b>Signed by</b>	<b>Review date</b>
23/12/2017	Susan Perkins	23/12/2018
<b>Policy reviewed on</b>	<b>Signed by</b>	<b>Review date</b>
18/03/2018	<i>Susan Perkins</i>	18/03/2019
09/02/2019	<i>Susan Perkins</i>	09/02/2020
12/02/2020	<i>Susan Perkins</i>	12/02/2021
05/02/2021	<i>Susan Perkins</i>	05/02/2022
31/01/2022	<i>Susan Perkins</i>	31/01/2023